

**Arlington Redevelopment Board**  
**September 22, 2014 Minutes**  
**Town Hall Annex, Second Floor Conference Room, Town Hall – 7:00pm**

Approved: October 20, 2014

**PRESENT: Christine Scypinski, Chair, Andrew Bunnell, Mike Cayer, Bruce Fitzsimmons, Andy West**

**ABSENT:**

**STAFF: Carol Kowalski**

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Documents Used:

Parking Design Plan for Caragina Realty, created by Rober Survey, dated September 18, 2014

Design Plan Set for Verizon Wireless, prepared by AEG Advanced Engineering Group, P.C., date-stamped May 14, 2014

Letter to Ms. Kowalski from the Council on Aging, dated May 15, 2014

The Chairman called the meeting to order at 7:00pm. Ms. Scypinski introduced the agenda, and turned to Carol Kowalski, Director of Planning and Community Development, to give a summary on the Central School items.

Ms. Kowalski summarized that at 23 Maple Street the current tenant's lease has expired and reached the end of their extensions. There is currently a draft RFP that is being worked on, and it shouldn't take long to re-tenant the building. At the Central School, two spaces need to be re-tenanted through a procurement process. The spaces are currently occupied by Mystic River Watershed Association and the Arlington Senior Association. Ms. Kowalski recommended to the Board that three office spaces be conveyed to the Council on Aging from the Arlington Senior Association, in order to assist the COA in meeting HIPPA requirements. She also recommended that Request for Proposals be issued for some of the space that the ASA currently uses. The ASA will still remain in some of their current space in order to continue to assist seniors with various programming.

Mr. Fitzsimmons asked how much square footage the COA occupies in Central School. Ms. Kowalski stated a little over 1,400 square feet.

Ms. Kowalski stated that the COA is under the umbrella of the Department of Health and Human Services. Mr. Fitzsimmons asked if the Department of Health and Human Services has a lease with the Town. Ms. Kowalski replied no, since they are a Town body.

Mr. West asked if both organizations will be able to fit in the space. Ms. Kowalski stated that the ASA space is relatively underutilized compared to the space used by the COA, which is why she is recommending to reorganize the space. Ms. Kowalski continued to say that the important thing is to get all ARB owned buildings re-tenanted, and tenanted properly in accordance with procurement law. Redefining the space would be part of this process. Another recommendation is to shift the day time scheduling of the space to the COA.

Mr. Scypinski introduced Christine Bongiorno, Director of Health and Human Services, to the Board. She stated that both the COA and ASA have already started meeting to discuss the transition, and stressed that the change is not to eliminate senior programs. By increasing the amount of space where confidential discussion can take place, the Department of Health and Human Services hopes to be of more assistance with things such as counseling, and medical related meetings.

Ms. Scypinski asked how many employees come in and out of the Health and Human Services space on a daily basis. Ms. Bongiorno said 12-14 employees, but that doesn't include interns or grant employees, which could bring the number up to 30 people a day.

Ms. Scypinski asked if there was public comment.

Myriam Legain of Academy Street asked for clarification on how much space will be reduced from the ASA. Ms. Kowalski said that the amount of space available for the ASA hopefully won't change. It will still be available for scheduling programs for seniors because it would still be available for scheduling through the COA. The Director of the Council on Aging, Susan Carp would take on the scheduling of these events.

Ms. Scypinski reiterated that the senior program will remain intact, along with new programming to further assist seniors. Mr. Fitzsimmons commented that all existing ASA programs could fit in the matrix of suggested programming of the COA.

Pauline Burgantino, Lansdowne Road, stated that every year the issue comes up regarding what to do with space at the Central School, but for the past 30 years the Board of Selectmen and the Redevelopment Board have allowed the ASA to operate free of rent, and use the space as they wish. Ms. Burgantino stated that these changes would result in the COA producing programs that should be managed by the ASA.

Geraldine Navertil, Mass. Ave., asked if the 1,400 square feet being discussed includes the mural room and conference rooms.

Ms. Kowalski stated that those rooms will not be included in the RFP. In 2008 an RFP went out for those spaces and no one showed interest. Since then, those rooms have been frequently used by Town Boards and Commissions in the evenings; there is too much demand for that space right now for the evening. There is not a market for an office tenant who would want to pay for the space during the day but have other Boards and Commissions use the space in the evenings.

Maria Romano of Precinct 7 asked who is going to assume the legal responsibility of the building, the rent, and the liability issue. Specifically, is the senior group able to be in there free of any liability?

Ms. Kowalski stated that there is a waiver of liability required for any user who is scheduling through the COA.

Ms. Romano said that it seems like the programming for seniors will not be compromised, or diminished. It is simply that liability is shifting, and seniors want reassurance that their programs will not be diminishing. Seniors need to know nothing is being taken away from them.

Ms. Scypinski confirmed that is correct.

Jean Captodoro, Harris Circle, asked if the offices near the drop in center are being allocated to the COA.

Ms. Kowalski stated that the 300 square foot space is a different spot being put out to bid. This could be headquarters for the ASA if they wanted to submit a proposal. Mr. Cayer clarified that the office by the pool room is what is going out for bid, and the Board encourages the ASA to bid on it. Hopefully that will be the office for the ASA. Offices by the lobby and drop off will be the ones converted over to HIPPA compliance for the COA.

Mara Kline Collins, chair of the Arlington COA, stated that the senior population is expanding, and the COA is providing evidence based programs that have been tested and approved by the Healthy Aging and Disability Unit of Massachusetts, in addition to social programs for seniors of Arlington. The ASA and COA are trying to do the same thing.

Maureen Jackson, Lansdowne Road, Board member of the ASA, stated that the ASA helped to raise \$100,000 to furnish the first floor of the Senior Center. The COA has always been focused on health and wellness, while the ASA is focused on social, educational, and recreational programs. She stated that she would not want to see the ASA leave due to the overlap in activities.

Ms. Scypinski stated that the Board recognizes the value of the ASA, and it will continue and become stronger. A large population of Arlington doesn't distinguish between COA and ASA. Strengthening the bond and expanding programs should be a win-win for everyone involved.

Ann Fitzgerald, Summer Street, stated that seniors are one quarter of population, and the least served. This step is a positive step. If the ASA and the COA can work together, the Senior Center can remain a vital place.

Mr. Bunnell moved to put the first floor community senior space under the coordination of the Council on Aging, secondly that there be a reallocation of the space that the Council on Aging has in the three offices on the east side, and finally that the space by the billiard room be put out to bid through the RFP process for the benefit of the Arlington seniors. Mr. West seconded. All voted in favor.

Ms. Scypinski moved on to the Central School agenda item and re-introduced Ms. Bongiorno to the Board. Ms. Bongiorno stated that she and Susan Carp, Director of the COA, realize there are updates and upgrades that need to be made to Senior Center. A capital request has been made for increased funding for the Senior Center, along with researching grants and fund raising efforts; one of these costs would be for an architect to come in and work with them on the layout of the entire building. One item that needs improvement is the front lobby, where they hope to add a restroom in the future. As funding is received there will be more meetings to get advice on future improvements.

Ms. Kowalski asked what the overall scope of the budget is for an architect.

Ms. Bongiorno said \$80,000; this figure was determined in order to not be limited with funds for the architect.

Ms. Scypinski turned to the continued hearing of the Environment Design Review for 1098 Mass. Ave., Caragina Realty Trust. Rob Cerundolo, Trustee for Caragina Realty Trust introduced himself to the Board along with Cliff Rober of Rober Survey.

Mr. Rober stated he was asked to survey the building, curb cuts, and the parking as it is currently being used. The plans dated September 18, 2014 also include 4 spaces that are garage lifts, resulting in 14 parking spaces on the lot. Parking space 2 is described as a compact space.

Mr. Cerundolo stated that he also looked at where to move the dumpster. He said that in order to get proper access it would be nearly impossible to relocate it and access it properly. He hopes to have it blend in a little better.

Mr. Rober pointed out that adjacent to the site, there are 6 spaces on the street. The plans also propose adding 6 motorcycle spaces on the property along the alley on the left side of the spaces in an attempt to alleviate some of the congestion on Mass. Ave.

Mr. Cerundolo stated that making parking space 11 a legal space will take a little adjustment. It is currently a bike pad which could be reinstalled by the front of the building, or it could be removed.

Ms. Scypinski stated that typically the Town requires bike parking. Ms. Scypinski also added that she was expecting more of an explanation as to how parking was determined by Mike Byrne. Ms. Kowalski explained that Mr. Byrne communicated to Ms. Kowalski that parking demand is based on square footage, and that he did consider existing uses when calculating it at this site.

Mr. Rober reiterated there were 11 spaces outside, 4 spaces inside, and 6 motorcycle spaces on the side of the building.

Mr. Fitzsimmons said he was not aware that the Board has ever recognized that the spaces inside could be counted toward public spaces, since they are not parking spots, they are lifts for car repairs.

Ms. Scypinski added that when an owner comes back to get their car, that owner is most likely arriving in another vehicle.

Mr. Fitzsimmons commended Mr. Cerundolo on the motorcycle parking, but said there are still other concerns that aren't directly related to the plan. For instance, there is a history in the special permit of vehicles being repaired outside. It is happening frequently and by the tent area when it shouldn't be.

Mr. Fitzsimmons brought up the issue of the tent and the buffer area that seems to have vanished. He stated that in the original special permit from 1982 it is stated that a buffer needs to be maintained. The Board needs to make sure this happens, and they will still incorporate all conditions in the re-opened special permit and these conditions are expected to be continued. There was supposed to be a 6 foot high screen of fencing and plants bordering the abutting residential area. Members of the public mentioned that debris is visible and this area has not been screened effectively. In the 1994 special permit the Board mentioned the parking of display motorcycles was a big issue back then. Mr. Fitzsimmons added that this has been a condition of Greater Boston Motor Sports' previous special permit and it doesn't seem to have been complied with.

Mr. Cerundolo said that the yard area is the only way to operate and display motorcycles. The tent could be changed with something the Town is happy with and then eventually removed.

Mr. Cayer stated that these items were never approved originally. Greater Boston Motor Sports has to act under the special permit they have been granted. He expressed his disappointment with the new plans. The parking hasn't really improved, and there hasn't been any change in inventory to make room for the six spaces along the side. There is no change in how the building is going to be used, the parking, the tent, or how the behavior is going to change. Greater Boston Motor Sports wants the Board to accept the tent, and lower parking, which is a lot to ask.

Mr. Cerundolo said he would eliminate various items of inventory to make a cleaner front.

Mr. Cayer asked if the tent is being used for consignment items. Mr. Cerundolo said it was both used for storage, and items that are going to be listed online.

Ms. Scypinski stated that every site has a capacity; Great Boston Motor Sports can't just add whatever they want and expand past capacity. This is what the business has done systematically. Ms. Scypinski suggested Greater Boston Motor Sports to get a satellite site for storage.

Mr. Cerundolo said he would remove everything from under the tent and put it at a satellite site; he would remove the tent, and move the motorcycles away from the front of the business at night.

Mr. Cayer reiterated that the concrete bike pad needs to be removed, along with tent storage and dense motorcycle storage. Signage needs to be put up for employees to understand how to properly conduct themselves in surrounding neighborhoods, and placards need to mark customer parking.

Mr. Bunnell agreed that the tent has to go. The plow has been removed, which is good, but the buffer zones need to be cleaned up.

Mr. Cerundolo said that his scrap metal and tires get picked up 2 times a month, and he will increase the number of pickups. Mr. Cayer said it's not a matter of neighbors having a problem with it, the tires and debris are not allowed.

Mr. West inquired about the fencing in the back of the property.

Ms. Scypinski suggested that a new fence might help to screen the neighbors' view of any items stored by the back of the property.

Brenda Hibbard, 17 Higgins Street, stated that tires collect water and produce mosquitos by the edge

of their property. She also stated that there is a chain link fence on her property and then another fence on GBMS property and neither one are in great condition.

Mr. Rober suggested a closed corral for tires to be stored in, and a new fence to be installed.

Mr. West asked if Greater Boston Motor Sports is required to have handicap parking. Ms. Kowalski replied that Mr. Byrne said originally an ADA space was not required onsite, so he would stick to those guidelines.

Mr. West summarized the tire changes that needed to be made, some of which included: a solid wood fence, the addition of a tire shed and buffer zone, a permanent public zone for motorcycle parking, the removal of the tent, the improvement of the dumpster screening, and signage. Conditions that would need to be met involved the music room and monitoring the trucks used for dropping off vehicles on Higgins Street.

Ms. Scypinski asked where the unloading of trucks would take place. Mr. Rober said Greater Boston Motor Sports would request that trucks back up into the lot to unload. Mr. Bunnell pointed out that loading zone requirements were not under the original special permit, and didn't think the Board could monitor public ways.

Mr. West asked if Greater Boston Motor Sports could monitor where employees and service trucks park, and if there was an internal monitoring system whereby Mr. Cerundolo could monitor overflow traffic.

Mr. Fitzsimmons responded that the Board can't write a condition in a way that the Zoning Enforcement Office would be unable to enforce.

Mr. West stated that the Board could write a condition that requires Greater Boston Motor Sports to require their vehicles to arrive onsite or on Mass. Ave. The Board can also add conditions to reduce test drives within the neighborhood, and submit signage for "customer motorcycle parking".

Ms. Kowalski pointed out that previous special permits have required that any changes in tenancy are subject to review by the Board. If there are changes contemplated they should submit them to the Board

Ms. Scypinski then turned the floor over to public comment.

Nancy Savioli, 24 Higgins Street, stated that the parking problem has just gotten worse over years. It is not just an inconvenience but a hazard when vehicles cannot get down the road, particularly emergency vehicles.

Diane Magnuson, 12 Higgins Street, said that in the afternoons Higgins Street is essentially a one-way street; when cars are parked on both sides you can barely drive on the road at all. Parked cars wrap around corners and drivers can't see properly when turning. Customers and employees have still been test driving up and down the street as well.

Brenda Hibbard, 17 Higgins Street pointed out that there was supposed to be a green area on the property as listed in the original special permit conditions.

Joshua Fink, 10 Quincy Street, said he doesn't understand why the music store is there at all. The employees at Greater Boston Motor Sports have helped plow him out before which is kind, but the comment about street parking is absolutely correct. The road is functioning as a one-way street. If the Board or Town could close off one side of the street for parking, this could possibly help with at least being able to drive properly on the road, and this might be the safest solution. Mr. Fink also added that the loading trucks are still driving too fast down the street.

Ms. Scypinski asked Mr. Fink to confirm that he has seen no change in the noise coming from the music studio.

Mr. Fink confirmed there has been no difference. Removing the music studio would not make Greater Boston Motor Sports lose any income.

Norman Magnuson, 17 Higgins Street, said this past week there weren't as many employees parking on Higgins Street but said he is not sure if this will actually last after the hearing is over. Mr. Magnuson wanted to know what recourse the owners would have if the parking became an issue again.

Mr. Cayer said the owners should contact the Transportation Advisory Committee, who could suggest speed bumps or "no parking" signs to the Board of Selectmen. Ms. Kowalski added that the proper means for reaching TAC is by writing to Board of Selectmen and asking them to consider that TAC advise them on the matter.

Ms. Kowalski summarized the buffer requirements from the original special permit. Ms. Scypinski commented there is no reason to have a screen there since the buffer can be reestablished.

Mr. Fitzsimmons moved that the ARB approve the parking plan, dated September 18, 2014, prepared by Rober Survey provided that this approval does not recognize the 4 interior 'spaces' shown on the plan as interior lifts and subject to the following conditions:

1. Remove concrete pad to make parking space 11 a legal size parking space;
2. Install security fence to separate motorcycle customer parking area from motorcycle storage and display area on pavement between 2 buildings;
3. Remove the tent structure;
4. Reestablish the buffer zone, landscaping, and cedar fencing as required by original special permit; such fencing is to run along the side yard and rear lot lines adjacent to residential properties but not to include the easement area approaching Quincy Street;
5. Reestablish bicycle parking as required by original special permit;
6. Erect a screened fenced corral or open top shed to store tires, the final specifications of which to be submitted to and approved by the Director or Planning and Community Development;
7. Improve or beautify the existing dumpster or shed at the discretion of the Director of the Planning and Community Development;
8. Store all motorcycles held for consignment offsite;
9. Remove display motorcycles at night to interior locations;
10. Discontinue use of any portion of the space as a music studio, unless permitted by subsequent ARB approval;
11. Monitor delivery vehicles to encourage drop off of inventory onsite or on Mass. Ave. adjacent to the business;
12. Post signs visible to employees and customers to refrain from test driving motorcycles in adjoining residential neighborhood;
13. Any changes to signage should be submitted and approved by the ARB;
14. All other conditions in previous special permits pertaining to the site shall remain in full force and effect, violation of which could be grounds for revocation of the special permit.

Mr. Cayer seconded. All voted in favor.

Ms. Scypinski moved to the continued Environmental Design Review hearing for 1098 Mass. Ave., Verizon.

The Board welcomed Dan Klasnick, attorney for Verizon Wireless.

Ms. Scypinski asked how construction vehicles would access the site.

Mr. Klasnick said that Verizon would work with property owner to coordinate how to best access the site. He said most of the work is on roof, and Verizon would have a service vehicle or a truck to lift materials to the roof. Since there is less business on this site during the winter, Verizon would like to get moving during this slower time for Greater Boston Motor Sports.

Mr. Fitzsimmons asked if there were any photo simulations to show antennas on structures. Mr. Klasnick directed the Board to photos showing the current antennas, which were included in Verizon's application.

Mr. Fitzsimmons moved that the ARB approve the plans as presented by Mr. Klasnick for Verizon Wireless, specifying that the following general conditions are hereby made a part of the special permit:

1. The final plans and specifications approved by the Board for this permit shall be the final plans and specifications submitted to the Building Inspector of the Town of Arlington in connection with this application for building permits. There shall be no deviation during construction from the approved plans and specifications without the express written approval of the Arlington Redevelopment Board.
2. No building permit shall be issued until the Planning Department receives proof that this special permit decision has been recorded at the Registry of Deeds.
3. All utilities serving or traversing the site (including electric, telephone, cable, and other such lines and equipment) shall be underground.
4. All utility work off site in public rights-of-way of the Town of Arlington shall be undertaken in accordance with the provisions of the Bylaws of the Town.
5. Upon the issuance of the building permit the Applicant shall file with the Building Inspector and the Department of Community Safety the names and telephone numbers of contact personnel who may be reached 24 hours each day during the construction period.
6. The Board, in issuing the permit, maintains continuing jurisdiction over this permit and after a duly advertised public hearing may attach other conditions or modify these conditions as it deems appropriate in order to protect the public interest and welfare. No changes shall be allowed to this wireless communications facility without the express approval of the Board.

The special conditions are as follows:

1. In accordance with the provisions of Section 10.11(b), the applicant is required to post bond or other security satisfactory to the Board in the amount of \$20,000 to guarantee the removal of all telecommunications equipment allowed under the provisions of the Special Permit. No building permit will be issued until a bond or other security acceptable to the Department has been provided.
2. The wireless communications facility shall be maintained in good and safe condition. It shall be kept in compliance with all applicable FCC standards, with the Telecommunications Act of 1996, and with all state and federal regulations relating to potential health hazards from wireless communications equipment. If service is discontinued the equipment must be removed.

Mr. Bunnell seconded. All voted in favor.

The Board turned to the minutes of September 8, 2014. Mr. Bunnell moved to approve the minutes as amended. Mr. West seconded. All voted in favor.

The Board turned to the last agenda item to discuss the RFPs.

Ms. Kowalski asked the Board to consider a selection team of one or two Board members to review the RFPs, and one member to determine a "not less than" amount for rent requests. Once these members are designated to start working through recommendations, the Board can start discussing rental strategies to prepare for the bids that come in.

Ms. Scypinski designated Mr. Bunnell and Mr. Fitzsimmons to be on the selection committee and for Mr. Bunnell to research rental rates with Ms. Kowalski.

Mr. West moved to adjourn. Mr. Bunnell seconded. All voted in favor. The meeting was adjourned at 10:27 pm.